

## **Guidelines for Student Names and Gender Identity Non-Discrimination**

CCPS recognizes the importance of parent/guardian engagement with regard to decisions that involve their minor children. CCPS respects the rights of students to be referred to by a name other than their legal name and to express their gender identity or expression as they wish. These guidelines are designed to provide an overarching framework and assurances that all students – gender conforming, gender non-conforming, and transgender – will be safe, welcomed, and respected. The appropriate school director and the CCPS Equity and Community Relations Officer shall serve as resources when implementing these guidelines.

### **I. Student Names**

- A. When a minor student wishes to be referred to by a name other than the student's legal name or variation of the student's legal name (i.e., a student's middle name, a shortened version of the student's legal name or middle name, or a student's first and middle initial), a school administrator or school counselor shall contact the parent/guardian to obtain approval to update the student's preferred name in the electronic record. The identified preferred name will be used to populate the student's name on class rosters and in the learning management system. The preferred name also will be used on school issued certificates and in publications (e.g., student identification card, student election ballots, performance programs, yearbook, newspaper, etc.) that do not require the use of the student's legal name. The student's legal name will be used on all official student records and reports, including electronic records (e.g., report cards, transcripts, diplomas, disciplinary records). In the event the name change is accompanied by a change of pronouns or gender identity, the steps outlined in section II below will be followed.
- B. Staff will not unilaterally solicit students with regard to gender identity or pronoun usage on forms.

### **II. Gender Non-Conforming and Transgender Students**

- A. When a student expresses to a staff member a change in the student's gender identity, the staff member shall notify the administration. When the school administration is notified of a minor student's change in their gender identity, the administrator shall arrange for a conference. For adult students over the age of eighteen who do not have an appointed legal guardian, a conference will be facilitated only after the student has granted permission. The conference shall include the administrator, the school counselor, the student, and the student's parent/guardian. Sensitivity as to whether or not the family is aware of the student's status should be considered when scheduling the meeting with the parent/guardian. A conference must be scheduled regardless of the parent/guardian's knowledge of the student's status. The purpose of the conference is to:
  - 1. Support the student;
  - 2. Discuss school policies related to the protection of student privacy, student records, the use of school facilities, student activities and athletics, and bullying and harassment;

3. Arrive at a parent/guardian decision regarding the student's preferred name, pronouns, and desired school facilities utilization;
  4. Discuss strategies to navigate peer acceptance and forge positive relationships; and
  5. Answer any additional questions.
- B. There is no legal documentation, medical diagnosis, or treatment requirement that students must meet as a prerequisite to amending the student's gender and being treated consistent with their gender identity.
- C. The school counselor shall offer the opportunity for a regular check-in with the student to monitor the student's well-being.

### III. Student Records

- A. The Maryland State Records Manual requires a student to be registered by his or her full legal name as it appears on the evidence of birth document in the following order: last name, first name, middle name, generational suffix. The legal name shall be used on all official student records and reports, including electronic records (e.g., report cards, transcripts, disciplinary records).
- B. In order for the preferred name to be used on the official student record, the parent, legal guardian, or eligible student must present legal documentation of the name change.
- C. Gender (Male, Female, or Non-Binary) may not align to the student's biological sex. Self-identification of a student's gender is sufficient; no additional documentation is required. A student's gender status shall be determined:
1. At the time of enrollment as indicated on the enrollment form or;
  2. Amended following a meeting involving the student and the parent/guardian as outlined in IIA of these guidelines.
- D. Schools shall take reasonable steps to protect students' privacy related to their gender identity, including their birth name or biological sex. Given the sensitive nature of student records, in general, the Principal shall limit employee access to the student's cumulative records on a need-to-know basis.
- E. School officials shall not designate students' sex, including gender identity, as directory information.
- F. In case of a records appeal alleging discrimination, the Director of Student Services shall serve as the Superintendent's Designee.

### IV. Student Preferred Names and Pronouns

- A. When addressing or referring to a student, school staff are encouraged to use the student's preferred name and preferred pronoun as determined in consultation with the eligible student (if 18 years of age or older and without an appointed legal guardian) or the minor student's parent/guardian as outlined above.
- B. A student's preferred name will be noted in the student's electronic record and will be used to populate the student's name on class rosters and in the learning management system. The student's preferred name will also be used on school issued certificates and in publications (e.g., student identification

card, student election ballots, performance programs, yearbook, newspaper, etc.) that do not require the use of the student's legal name.

- C. Official school forms that request a student's name, which are to be completed by parents, guardians, or eligible students, shall also include a space for the student's preferred name.

## V. Facilities

- A. Students are permitted to use a restroom, locker room, or dressing room that corresponds to their gender identity as determined in consultation with the eligible student (if 18 years of age or older and without an appointed legal guardian) or minor student's parent/guardian as outlined above.
- B. Any student, regardless of gender or gender identity or expression, who is uncomfortable for any reason using a certain restroom, locker room, or dressing room will be provided a safe and non-stigmatizing alternative.
- C. A unisex bathroom shall be designated in all schools. This single-stall bathroom shall be made available to all students when requested.
- D. A private changing area shall be designated and made available to all students, when requested.

## VI. Athletics and Other School-Sponsored Programs

- A. Students shall be permitted to try out for interscholastic athletic teams consistent with their gender identity as determined in consultation with the eligible student (if 18 years of age or older and without an appointed legal guardian) or the minor student's parent/guardian as outlined above in accordance with MPSSAA Guidance.
- B. Student participation in school-sponsored classes, clubs, activities, and other extracurricular activities (not governed by the MPSSAA) where students are separated by gender shall correspond with a student's gender identity as determined in consultation with the eligible student (if 18 years of age or older and without an appointed legal guardian) or the minor student's parent/guardian as outlined above.
- C. Students on overnight field trips shall be allowed the opportunity to room with others according to their gender identity as determined in consultation with the eligible student (if 18 years of age or older and without an appointed legal guardian) or minor student's parent/guardian as outlined above. Any student wishing privacy for rooming, changing, restroom, or showering shall be accommodated.
- D. Outdoor School showers shall remain curtained and separate. To help all students feel more comfortable, the single restrooms located near the nurse's suite shall be available to all students.
- E. All instructional and recreational activities at the Outdoor School shall be gender neutral.

VII. Dress Code

- A. All students are required to dress in clothing that adheres to Board Policy and Regulations JICA. JICA shall remain gender neutral.
- B. School dress codes for specific activities (e.g., graduation ceremonies, dances, performance attire, yearbook photos) shall be gender neutral; that is, there shall be no separate categories of clothing requirements for either males or females.
- C. For high school graduation ceremonies, schools shall not issue graduation gowns based on gender. Schools shall choose a single gown for use by all students during the graduation ceremony.

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